

MIECHV CSD Program Guidance Part 1
December 13, 2012

Goal for CSD:

Establish a system for coordinating maternal, infant, and early childhood services that are comprehensive, culturally appropriate, and high quality.

Key Components of CSD:

1. Regular meetings
2. Operating structure
3. Communication and trust
4. Participatory meetings
5. Diverse and comprehensive membership list
6. Shared vision statement
7. Community needs assessment
8. Inventory of local EC programs and services
9. Strategic plan (based on needs assessment and inventory)
10. Joint activities
11. Parent engagement
12. Evaluation
13. Sustainability

These components are described further on the table on page 2. Joanna Su from OECD and Jay Young from CH+A will be working with CSDs to develop a recommended timeline for addressing these components in each collaborative.

Who should be part of your MIECHV community systems collaborative?

A chart is provided to help identify where your collaborative is strong and where there may be gaps. We suggest that you review this chart and prioritize and strategize with the members of your collaborative (also known as the community advisory board), to fill any gaps.

For more information:

Cicero, Elgin, Rockford:

Southside Chicago, Macon County, Vermilion County:

Joanna Su

Jay Young

Key Components of CSD

Components	Description	Recommended Reading	Suggested Tools/ Forms	Done?	Target Date
1. Regular meetings	Self-explanatory. ☺	N/A	N/A	Y / N	
2. Operating structure	A written summary of the collaboration's decision-making and communication structure, any subcommittees and their goals, and membership expectations.	CSD Resource Toolkit, Section I.	CSD Resource Toolkit, pp. 36-37.	Y / N	
3. Communication and trust	A strong working relationship and open communication between the core members of your collaboration.	CSD Toolkit, Section I.		Y / N	
4. Participatory meetings	Meetings of the collaboration should be participatory, involving group planning of activities that address the community's unmet needs and strategic plan.	CSD Toolkit, Section I.		Y / N	
5. Diverse and comprehensive membership list	Collaboration members should include a broad spectrum of organizations that should be part of a comprehensive, coordinated system of care for early childhood.	CSD Toolkit, Section I.	See CSD Program Guidance Part 2.	Y / N	
6. Shared vision statement	A written vision statement, developed with input from the collaborative.	CSD Toolkit, Section II.	CSD Toolkit, pp. 73-74.	Y / N	
7. Community needs assessment	A written needs assessment, including existing early childhood data (and, if applicable, identifies data gaps and a plan for obtaining missing data). (All MIECHV agencies, AOK Networks, and County Health Departments should already have this information readily available.)	CSD Toolkit, Section IIC; your community's MIECHV needs assessment; your county's IPLAN	AOK Early Childhood Systems Assessment Form	Y / N	
8. Inventory of local EC programs and services	A written inventory of local early childhood programs, including information about program eligibility and capacity in addition to contact information.	CSD Toolkit, Section IID.	Southside Early Learning Network provider survey; Pathways Program and Services Mapping Tool	Y / N	
9. Strategic plan	A written plan, based on the needs assessment and developed jointly by collaborative members, including 1-3 initiatives, each with measurable outcomes.		AOK Network Strategic Process Overview for 2012 and Beyond	Y / N	
10. Joint activities	Collaborative members work together to plan, carry out, and evaluate activities in support of the strategic plan.	CSD Toolkit, Section III.	N/A		
11. Parent engagement	As a longer-term goal, meaningful engagement of parents (more guidance will be developed, with your input).	TBD	TBD	Y / N	
12. Evaluation	Regular review and evaluation of how well the collaborative is meeting the outcomes in the strategic plan.	CSD Toolkit, Section IV.	CSD Toolkit, pp. 162-164; Pathways ECCMAP	Y / N	
13. Sustainability	A plan for sustaining the collaborative beyond MIECHV funding.	CSD Toolkit, Section IIB.	TBD	Y / N	